

CSC Adopted: October 2001 CSC Revised: _____**Class Title: Police Corporal****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises a platoon in the absence of a Sergeant, maintains attendance records, evaluates personnel and schedules assignments and duties. Conducts and schedules training and enforces standards. Performs criminal and traffic investigations and assists in the prosecution of offenders. Enforces state and local laws. Performs administrative tasks such as report maintenance.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Maintains platoon effectiveness by assigning duties and equipment, scheduling personnel, conducting training, investigating incidents, disseminating information, inspecting officers and equipment, maintaining equipment and supplies, evaluating personnel, planning for special events, allocating resources, supervising operations, ensuring public safety, conducting training, and enforcing laws, in assistance with the Sergeant's assistance or when the Sergeant is not present.
2	M	Performs patrol duties by traveling through designated areas, monitoring communications equipment, searching for suspicious, hazardous or criminal activity, field interviewing suspected offenders, enforcing traffic laws, and making arrests.
3	M	Oversees and conducts investigations by securing the scene, interviewing witnesses, investigating incidents, gathering evidence, making arrests, issuing summons, serving warrants, directing traffic, investigating vehicle accidents, and observing suspects in stakeouts.
4	L	Performs administrative tasks by preparing reports, preparing reviews, preparing correspondence, monitoring staff, scheduling training, monitoring trends, attending training, maintaining records and files, and handling evidence as assigned by the Sergeant, or as need would otherwise dictate.
5	L	Provides public service by attending civic functions, participating in committees, communicating with and assisting citizens, organizing and performing public safety classes.
6	L	Assists prosecution of offenders of criminal and traffic laws by preparing cases, testifying in court, working with commonwealth attorneys, and maintaining knowledge of state and city laws.

CSC Adopted: October 2001 CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. High School Diploma or GED and have completed a minimum of 12 hours of college credit at an accredited college in a subject/ field related to law enforcement.
Experience	One year of experience as a Police Officer II.
Certifications and Other Requirements	Valid Driver's License, National Criminal Information Center (NCIC) and Virginia Criminal Information Network (VCIN), DCJS Law Enforcement Officer Certification, Civil Service Promotional examination. CPR .
Reading	Work requires the ability to read various codes, manuals, general orders, letters and educational materials.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various reports, letters, performance evaluations and correspondence.
Managerial	Managerial responsibilities include supervision of subordinates within the organization. Activities may include scheduling, training, conflict management and unit functionality.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts the public and others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens, criminals, lawyers and judges.

CSC Adopted: **October 2001** CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Directing traffic, surveillance, guarding crime scene, investigations, interviews
Sitting	C	Computer, desk work, driving, surveillance, interviews
Walking	F	Inter-office, foot patrol, to/from court, surveillance, investigations
Lifting	F	Equipment, paperwork, K9, gun belt, evidence, bikes, suspects, prisoners
Carrying	F	Equipment, paperwork, K9, gun belt, evidence, bikes, suspects, prisoners
Pushing/Pulling	F	Furniture, equipment, vehicles, bikes, boats, trailers, suspects, prisoners
Reaching	F	Equipment, evidence, across desk, across car
Handling	F	Equipment, paperwork, K9, gun belt, evidence, bikes
Fine Dexterity	F	Computer keyboard, telephone keypad, radio, firing gun, writing, bike gears
Kneeling	O	Searches, surveillance, firing range, collecting evidence, hooking/unhooking trailer
Crouching	O	Searches, surveillance, firing range, collecting evidence, hooking/unhooking trailer
Crawling	R	Searches, surveillance, retrieving evidence
Bending	F	Searches, surveillance, retrieving evidence
Twisting	F	Searches, surveillance, retrieving evidence
Climbing	O	Stairs, fences, ladders
Balancing	O	Stairs, ladders
Vision	C	Computer, desk work, directing traffic, investigations, searches, surveillance, collecting evidence
Hearing	C	Police officers, fire department, suspects, witnesses, telephone, radio
Talking	C	Police officers, fire department, suspects, witnesses, telephone, radio
Foot Controls	F	Driving
Other (specify)	R	Jumping, During tactical situations

CSC Adopted: **October 2001** CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Office and police vehicle equipment. Computer systems and hardware., radio, whistle, flashlight, chemical weapons, surveillance equipment, telephone, cameras, canine units, motorcycles, bikes, maintenance equipment and tools, bolt cutters, fingerprint equipment, metal detectors, radar, narcotics testing equipment, breathalyzer, code books, fire equipment, scuba equipment, dive equipment, Mobile Data Terminal (MDT). impact weapons

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	D
Chemical Hazards	W	Extreme Temperatures	S
Electrical Hazards	S	Noise and Vibration	W
Fire Hazards	S	Fumes and Odors	W
Explosives	D	Wetness/Humidity	W
Communicable Diseases	M	Darkness or Poor Lighting	D
Physical Danger or Abuse	W		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Firearms, hazmat gear, gloves, footwear, body armor, knife, nightstick, baton, firearm, handcuffs, latex gloves, chemical weapons, goggles, masks, helmet, canine units

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)